

**TEST CHECKLIST
for PORTAL ACCEPTANCE TESTING**

The purpose of this Test Checklist is to ensure that all applications or static content placed on the georgia.gov portal site (the Portal) meet the necessary requirements and standards, and to outline Agency information that will be needed (see last page).

The primary focus will be functional testing of critical and high-risk functions of an application within the Portal, via the web user interface. This process will be referred to as Portal Acceptance Testing. The goals are to determine:

- Does the application operate as planned on the Portal?
- Does it comply with the Portal look and feel?
- Does it work without damaging any other aspects of the Portal?

The GTA GaNet Quality Management Test Unit will be responsible for conducting or coordinating the Portal Acceptance Tests, outlined below. The testing process outlined in this document is based on the Rational Unified Process (RUP) for software development and testing; all artifacts referenced here will be found in the Georgia adaptation of RUP, the Georgia Unified Process (GUP) web site. Where possible, Rational software tools will be used. Elaboration of testing plans and severity criteria can be found in the GaNet Quality Management Web Applications Test Plan.

Steps:**1. QM Test Unit is Involved**

The QM Test Unit will be involved early in the development process so that a Test Unit liaison will be assigned, the application Requirements will be familiar to the Testers, test preparation can occur in advance, the Test Schedule will be established early, and some of the tests below can be conducted iteratively.

2. Agency Tests Application

Prior to QM testing for inclusion in the Portal, the Agency (Business Owner of the Application to be tested) and the Software Development Group (developers in or out of GTA) must have successfully conducted Unit, Integration, System, and Acceptance Testing for the standalone application in the Agency and/or Portal development environments.

3. Agency Leads are Identified and Project Team is Created

The GTA QM Director/Testing Team Lead will identify the QM Test Lead for the project. The GTA Project Manager will identify the leads for the Agency and the Developers. The QM Test Lead will identify other representatives for the Project Team.

A Project Team will be identified to ensure adequate representation from all vested entities (e.g. Agency, Developers, QM Test Unit, IRM, Security, etc.). The QM Test Unit will coordinate communication within this Project Team to arrange for tests and the sign-off required for moving the application to the Portal.

4. Development Complies with Portal Standards

The Agency and Software Development Group will have complied with all applicable Portal Standards (see Joining georgia.gov Guide) where possible. Any exceptions will be discussed and approved in advance by the Project Team.

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The QM Test Unit will coordinate Planning QM Tests:

- Identify Requirements for Test and Prioritize Requirements (opt: Baseline and Tag in Rational's RequisitePro)
- Identify Resources (equipment and staff)
- Create Test Schedule
- Design, create and/or adapt testing artifacts

6. Agency provides Test Data

The Agency Business Owner will provide electronic Test Data to be used for testing, as well as their test scripts and what results to expect. The QM Test Unit should be able to use, validate, and verify the test data.

7. Software Development Group provides technical design information.

Following successful Unit Testing, the Software Development Group (developers) must provide technical information, including application files, location of files, and how to access files to the GTA Configuration Manager..

8. Test Environment is Created

The GTA Configuration Manager will promote Builds to the GTA Test Environment. The test process will follow established Version Control strategy and Iteration/Build nomenclature found in the GTA QM Configuration Management Plan.

9. Design QM Tests

The QM Test Unit will coordinate Designing QM Portal Acceptance Tests:

- Generate Test Model (collection of test cases, procedures, scripts, expected results)
- Determine Severity Criteria on which to base successful test outcomes

10. Implement QM Tests

The QM Test Unit will coordinate Implementing QM Portal Acceptance Tests:

- Prepare Test Scripts
- Establish Test Data
- Determine Defect Tracking Procedure

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11. Execute QM Tests

The QM Test Unit will coordinate and/or execute the following QM Portal Acceptance Tests based on standards found in the Joining georgia.gov Guide (listed in table below); these will be conducted iteratively if multiple builds are necessary:

	TEST	BASED ON
1	Function Test	This testing is based on Application Requirements but will focus only on the critical and high-risk functions of the system. When static content is being tested, a Site Map will be used. Integration testing (to make sure all pieces work together) will also be conducted.
1b.	Ad-hoc Testing	When Requirements are not available, testing will follow a site map; links will be checked. This is not the desirable method for testing, and not all errors including link errors will be found this way.
2	User Interface Test	This testing is primarily based on the EPIA Style Guide and Portal Templates. Test conditions will include navigation, spell check, look and feel. Recommendations will be made where necessary regarding clear error messages and user-friendly FAQ's.
3	Database Integrity Test	This testing is based on Application Requirements, and will check against the application database.
4	Load, Stress, Performance Tests	This testing is based on Load, Stress, Performance Standards as stated in the application Requirements and Supplemental Specifications.
5	Security and Access Control Test	This testing will be coordinated with GTA Security to ensure Enterprise Information Security Policies are met.

12. Evaluate QM Tests

The QM Test Unit will coordinate Evaluating QM Portal Acceptance Tests:

- Analyze Defects resolution; Evaluate Results using Success criteria; and Produce Report
- Determine, with Project Team, when application is ready for placement on the Portal Production Environment.

13. Place Application in Production

The GTA Configuration Manager will promote the Application to the Production Environment.

14. Validate and Verify Production Deploy

The Project Team will validate and verify the deploy of the application to the Portal production environment.

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Agency Information to be provided to GTA Quality Management Unit	
1	What is the URL for the existing website?
2	Old or New - Is this an existing application to be moved, or is this a new application?
3	Functionality – Explain functionality of website. If changes are being made, provide Requirements documents; identify the critical and high-risk functions (only these will be tested by GTA QM).
4	Technology – What technology will be used (ie JAVA, .net, DB2, Oracle, flat files, CICS, etc.)?
5	Access Information - Identify and list each user type and the functions permitted for each type. Will users be required to login to have access to the application as a whole or to certain functions of the application? Who will be allowed to use the application (general public, specific individuals, etc.)
6	Security Issues – Is any other connectivity thru the firewall going to be necessary, besides what is currently there?
7	Technical Design Info – Provide application files, location of files, and how to get to them.
8	Site Information – What other information will be produced (such as wire frames, screen flows, site map, etc.)?
9	Test Cases and Results – What test-related artifacts have been or will be produced? Provide these and results of Agency testing to QM. (see Test Plan for Agency responsibilities)
10	Test Data – Provide electronic Test Data to be used for testing. Allow QM Test Unit access to test data or work closely with the Test Team.
11	Version Control – At end of development, Rational's Clear Case will be used for version control. Agency may check in each build or may provide the necessary code to GTA QM. If agency wants to use Clear Case, GTA will provide the software.
12	Stress/Load Information – What is the maximum number of people who will access the application at any given time? What are the anticipated peak times of use?
13	System Development Team – Provide names, phone numbers, email ids, role on team.
14	Business Design Team – Provide names, phone numbers, email ids, role on team
15	Service Center – Agency must receive training in Service Center as well as prepare for providing internal Portal Support
Standards for joining the State of Georgia Portal	
Content	Joining georgia.gov document, v1.0
Applications	Joining georgia.gov document, v2.0, currently under development, including: <ul style="list-style-type: none"> • Production Acceptance Questionnaire (GTA IRM) • Configuration Management Plan (GaNet QM Unit) • Portal Developers Kit (GaNet e-development Unit) • QM Portal Applications Test Plan (GaNet QM Unit) • GaNet Style Guide (GaNet Creative Unit) • Service Center Support Guide (GTA Portal Support/GaNet) • GaNet Sub-Portal Training Guide (GaNet Creative Unit)

For testing details, see the Portal Applications Test Plan that can be found on the GUP web site.